



SEND Assessment Coordinator (EHCP)

Salary range: £33,018 to £36,613 | Based in Maidenhead | Permanent | Full time

About the service

Achieving for Children is an award-winning social enterprise responsible for delivering children's services in the Royal Borough of Windsor and Maidenhead.

Our vision for Achieving for Children is simple: by bringing together professional expertise from three local authority areas, and by putting children and young people at the heart of everything we do, we will be able to deliver improved outcomes for families and give children and young people the best start in life.

Since we were established, we have gained a reputation as one of the leading children's services providers in the country. We are one of the Department for Education's eight 'Partners in Practice', tasked with leading improvement across the sector.

This post is within the Children and Young People Disability Service (CYPDS) in Windsor and Maidenhead. The service is a multi-professional and includes special educational needs, social care, occupational therapy, family work and a wide range of support functions such as the Local Offer and Short Breaks. We work with children and young people aged 0-25 years.

Achieving for Children continually reviews its structure and business practices in order to provide the best possible services for children, young people and their families, in the most effective and efficient way. As a result, the key tasks in any job profile may be varied.

About the role

To undertake needs assessments in relation to statutory requests for an Education, Health and Care Plan (EHC) aged 0-25 years.

Write EHC plans that are legally compliant with the statutory requirements of the Children and Families Act 2014 and the SEND Code of Practice.

To undertake relevant casework, including supporting work for Tribunal Cases. Attend annual reviews of EHC plans and update plans as required.

MAIN RESPONSIBILITIES/DUTIES OF JOB

- To carry a caseload and be responsible for assessment and planning for children and young people as appropriate.
- To involve parents and/or carers in this process and take into account their wishes, feelings and needs.
- Seek up to date professional report and guidance on individual children and young people.
- Write plans that identify specific needs and provision based on professional advice.
- Complete work within statutory timescales.
- Present cases to relevant decision-making panels for approval.
- To participate in development initiatives where appropriate, e.g. working parties, special service developments.
- Keep up to date with all relevant local and national material/research relevant to the client group and build this knowledge into service delivery and contribute to the broader aims of the organisation to improve integrated delivery to children and young people.
- Promoting high standards of practice in safeguarding having particular regard to statutory guidance on safeguarding disabled children. Follow agreed policies and procedures when there are concerns that need to be acted upon.
- Undertake relevant training and professional development to ensure knowledge, skills and understanding of matters relating to special educational needs/disability, inclusion and professional practice remains up to date.
- Contribute to the broader aims of the service to improve integrated delivery to children and young people with SEND and using highly refined communication skills inform wider stakeholders of the remit and functions of the service.
- Undertake any other duties commensurate with the grade of the post, as may be required from time to time.

About you: our role specification

Qualifications

- Educated to degree level, with appropriate professional qualification/s or relevant experience.

Skills and experience

- Knowledge and understanding of legislation, statutory frameworks and policy affecting services for children, young people and families in relation to SEND.
- Extensive experience of working with children and young people with SEND and their families coupled with a good understand of needs.
- Experience of writing Education, Health and Care plans.
- Experience of building and maintaining successful relationships with a range of influencers, including schools.
- A good knowledge of safeguarding legislation related to disabled children, young people and their

The post holder will be expected to undertake other duties commensurate with the grade of the post, including deputising or or working flexibly across the week to meet the business demands. This job profile is provided for guidance only. Version_0.1_November 2019

families.

- Proven ability to network, build relationships and influence others.

Active commitment to a culture of innovation, including a willingness to challenge traditional ways of working.

Personal attributes

- A high level of determination, personal drive, energy and ambition to achieve challenging targets and improve outcomes.
- Commitment to an organisational culture and the development of services that value equality and diversity.
- Strong organisational abilities including time management, creative-thinking, problem-solving and multitasking.
- Able to work flexibly and independently with limited management oversight.
- Outstanding communication and interpersonal skills that are open, honest, persuasive and pragmatic, including excellent negotiation and influencing skills.
- Ability to work as part of an effective and supportive team.
- The ability to meet deadlines and adhere to the agreed timelines and prioritise workload as required

Other

- Enhanced DBS
- Full clean driving license, with access to a vehicle for business purposes

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